



GUJARAT TECHNOLOGICAL UNIVERSITY

Program Name: Bachelor of Vocation

Level: Under Graduate

Branch: Practical Accounting & Tax (DPATP) & Tally

Course / Subject Code : BV03008041

Course / Subject Name : Basics of Communication and Drafting Skills

w. e. f. Academic Year:	2024-25
Semester:	3
Category of the Course:	Core Course

Prerequisite:	Basic Knowledge of GST
Rationale:	This course will help student to develop understanding about communication process and its significance and help them to develop their writing skills.

Course Outcome:

After Completion of the Course, Student will able to:

No	Course Outcomes
01	Understand Business Communication, its significance, Types of Communication, structures and networks, techniques of skilled communication, barriers in communication, etc
02	Understand What is good Drafting, Steps of good writing, Styles of writing, significance of writing for students, Characteristics of Good Business Writing
03	Understand And Develop Drafting skills through Comprehension Passages, Précis Writing, Article Writing, Note Making & Report Writing

Teaching and Examination Scheme:

Teaching Scheme (in Hours)			Total Credits L+T+ (PR/2)	Assessment Pattern and Marks				Total Marks
L	T	PR	C	Theory		Tutorial / Practical		
				ESE (E)	PA / CA (M)	PA/CA (I)	ESE (V)	
3	0	0	3	50	-	-	-	50

Course Content:

Unit No.	Content	No. of Hours	% of Weightage
1.	Communications What is Communication, Types of Communication, structures and networks, techniques of skilled communication, barriers in communication, etc	12	20



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2.	Basics of Drafting Introduction, Steps of good writing, Styles of writing, significance of writing for students, Characteristics of Good Business Writing	9	20
3.	Drafting Skills 1 Comprehension Passages, precise Writing, Article Writing	12	30
4.	Drafting Skills 2 Note Making & Report Writing	12	30
	Total	45	100

Suggested Specification Table with Marks (Theory):

Distribution of Theory Marks					
R Level	U Level	A Level	N Level	E Level	C Level
5	5	30	0	0	10

Where R: Remember; U: Understanding; A: Application, N: Analyze and E: Evaluate C: Create (as per Revised Bloom's Taxonomy)

References/Suggested Learning Resources:

(a) Books:

1. ICAI Module for Business Communications and Reporting
2. Wren & Martin High School English Grammar And Composition Book (Regular Edition)
3. English Grammar & Composition by S. C. Gupta, Arihant
4. Business Correspondence & Report Writing by R. C. Sharma/ K. Mohan by TMH
5. Business Communication by K. K. Sinha, Galgotia Publications
6. Taxmann's Business Correspondence & Reporting by Dr. C. B. Gupta
7. Paduka's Business Law & Business Correspondence and Reporting by CA G. Sekar, CA B. SarvanaPrasath by Commercial Law Publishers (India) Pvt. Ltd.

(b) List of Journals / Periodicals / Magazines / Newspapers, etc.:

1. The Times of India/ Indian Express
2. Reader's Digest
3. Just English
4. Let's find out
5. Storyworks
6. Competition Success Review



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Teaching Method:

1. Assignments, Presentations, etc
2. Writing Practice
3. Sample Discussion
4. Classroom Discussion, Presentations
5. Board and PPT Presentation

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